

APPENDIX B

CRITICALITY SAFETY SUPPORT GROUP (CSSG) MEMBERSHIP POLICY

April, 2006

Size and Composition of the CSSG

The membership of the CSSG shall be limited to ten members. Members may receive funding support from the Nuclear Criticality Safety Program as appropriate to their specific tasks and roles on the CSSG. The CSSG may form unofficial subcommittees, working groups or mentoring relationships comprised of non-CSSG members as needed. However, these ad-hoc participants are not voting members of the CSSG nor are they funded directly by the NCSP. All CSSG Members are appointed and serve with the approval of the NCSP Manager.

CSSG Member Qualifications

The following are minimum qualification requirements of eligibility for membership on the CSSG.

1. At least 15 years of experience as a criticality safety practitioner.
2. Hold an advanced degree in a technical discipline, a Ph.D. is preferred. An additional 5 years of professional criticality safety experience may be substituted for an advanced degree.
3. Demonstrate leadership and expertise in criticality safety. This is typically achieved by a combination of technical publications, leadership in the Nuclear Criticality Safety Division (NCSD) of the American Nuclear Society, teaching criticality safety related courses or participation on ANSI/ANS-8 Standards working groups.
4. Hold an active DOE Q Clearance.
5. Once appointed to the CSSG, membership is maintained by participating in meetings of the CSSG. On an annual basis, the NCSP Manager assesses the participation level and recommends appropriate action.

Selection of New Members (unanticipated vacancy)

When an unanticipated vacancy occurs in the CSSG, a new member is nominated and appointed via the following process.

1. The CSSG Chair shall form a nominating committee comprised of at least three members. The Chair functions as an ex-officio member of the nominating committee.
2. The nominating committee selects at least two candidates who meet or exceed the minimum qualification requirements listed above, and presents the eligible candidates to the CSSG.

3. The CSSG votes on the candidates presented by the nominating committee with the one receiving the most votes becoming the official nominee. The name and qualification package for the nominee is forwarded to the NCSP Manager for review and approval.
4. In case two candidates are tied for one position, both names and accompanying qualification packages shall be forwarded to the NCSP Manager who will break the tie.
5. The NCSP Manager reviews the nominating package(s) and appoints the new member.

Succession Planning (anticipated vacancy)

From time to time it may be prudent to plan for the replacement of CSSG members. The following process should be used by the CSSG when a member anticipates leaving the CSSG in order to facilitate training of the new member and a seamless transition.

1. The CSSG Chair shall provide to the NCSP Manager the name of the member planning to leave the CSSG and the date when the member plans to vacate the position.
2. A succession candidate shall be identified for each anticipated vacancy on a one-to-one basis as soon as possible using the protocol for selecting a new member.
3. The successor should be appointed at least one year before the departing member leaves the CSSG.
4. During the overlap period when both the CSSG member and his/her successor are both working with the CSSG, the NCSP will provide support for the CSSG member and for the successor, as necessary. Normally, the successor should be appointed to the CSSG within one year of his/her official appointment as CSSG successor.
5. The successor should attend as many CSSG meetings and participate in as many CSSG activities as possible during the transition period and may vote on issues before the CSSG. In these instances the number of members voting may exceed ten.
6. The successor is appointed as an official member of the CSSG by the NCSP Manager on a date agreed to by the CSSG Chair and the NCSP Manager at which time he/she becomes a full member of the CSSG and the outgoing member becomes an Emeritus Member of the CSSG.
7. Emeritus Members are encouraged to continue to participate in CSSG activities (teleconference calls, assessments, reviews, meetings, etc.) but will not receive programmatic (i.e. level of effort) financial support from the NCSP. NCSP funding may be provided to Emeritus Members for specific technical contributions on a case-by-case basis.